GENERAL AND REVENUE SECRETARIAT

Part B for

Forms for use in the Geological Department.

Director of Geology
Superintendent Govt
Printing

Passed orders in regard to the introduction of
Dictation machine into the office of the
Director of

G. R. S. III—11

GENERAL AND REVENUE SECRETARIAT

Geological

NOTES.

FILE HEADING.

For ... use in the Geological Department

From the Off. Geol.

No. 2205 Dated 30th June 24 Received

Diary No. 23-24 Enclos. Spare Copies.

BRIEF ABSTRACT OF LETTER.

Forwards a list of forms & registers required for use & requests approval of Govt

NOTES AND ORDERS

In para 4 (2) of G.O. No 2664 35-17-3 dt 20-11-17 the Dir. was asked to revise the several registers & maintain the accounts in M-S-Rules

Registers necessary under the above instructions are there now

G. R. S. III-2]

WD 2316—GPB—10,000—31-5-24

General and Revenue Secretariat. | Expl. File No. 3 of 1924

Serial No.

in page 2 of the enclosure to the
Govt letter under discussion (SS. 1-10).
3 Forms referred to in page 1,
are prescribed under the Expl.
Officers Manual (SS. 1-21) & those
referred to in page 2 & 3 SS 1-13
are required under Rules for
the grant of exploring & prospecting
licences & mineral leases and
for use of parties to mineral
licences & to the size and
description to each of them
and the approximate Nos. required
are explained in columns 6 & 7
of the enclosure.
4 The Dir. of Expl. has submitted
these samples as required in
para 5 of G.O. No. G. 12235-92/E.A.
7-23-3 dt 24.2.24 for approval.
All the forms &c. referred to
as seem to be necessary.
The E.A. Section of the G.M.
Branch only, if approved
be consulted in the matter.

Submitted
25/7/24
26
Sir Comptroller may also be Consulted.
Rev Secy
6
may be submitted
26/7
24/6.8
31/7

G. R. S. III-2]

WD 2810—GPB—10,000—31-5-24

General and Revenue Secretariat. | Geol. File No. 3 of 1924-25

Serial No.

7

[illegible]

8

[illegible]

9

E. A. Sickus
for Re

12/8

sm 15/8

Submitted:-

10 It is ascertained from the Personal Assistant to the Director of Geology that the Disposal Number System is not in force in the Director's Office.

No.2, "Issue Register" is what is called the "Despatch Sheet" or the "Register of communications sent out from an office whereas, No.8 "Letter Delivery Book" and No.9 Post Book" are quite different from the Issue Register, and

Serial No.

and are meant to serve the purposes of acknowledgments in respect of letters actually dispatched by post or local delivery. So, all the three are necessary. Nos. 3 and 4 are unnecessary, as observed by the Member in his minute above. Reminders issued may also find a place in the issue Register. Arrear Lists have to be prepared, from time to time, with reference to the "From" and "To" Registers, maintained in the Office, and all that is required is to keep the office copies of the monthly arrear lists. No separate Register for this purpose is needed. Regarding Nos. 11, 12, and 13 "Register of Furniture", "Register of Tents", and "Register of Scientific Instruments, Tools etc.," respectively, it is respectfully submitted that it seems more convenient to have separate Registers than to club them all together, in one single Register. In respect of the furniture, the Head of a Department has to furnish annually a certificate to the Comptroller that he has examined the stock of furniture in his office, and it is to this view that the Register of furniture has to be maintained. With regard to the "tents", he has to submit to Government periodical reports as to the actual condition of the Government tents placed at his disposal, when they were purchased, how often repaired &c The Register of Scientific Instruments etc., is peculiar to Scientific Departments like Geological.

P. T. O.

G. R. S. III-2]

General and Revenue Secretariat. | Geol. File No. 3 of 1924-25

Serial No.

11

The normal requirements of the Department in respect of the forms etc., at longer intervals than one year have been approximately noted in the last column of the list, on the basis furnished in column 7 thereof.

S.O. 19.8.24

GEN. & REV. SECRETARIAT 20 AUG 1924 INDUSTRIES & COMMERCE BRANCH

12

J. D.C. Branch thro' Asst. Secy, G.M. 20/8

SMM 20/8 3/9 SMM 4/9

13

Per Secy

II Member

26/1/9

14 Why was not the Departmental system introduced in this office when it was introduced in the offices of the Heads of Depts? Is there any system which is being introduced shortly in any of these offices? Heads of Depts in which the system has not yet been introduced?

2/9

3.9

15

To G. M. Branch for a note

3.9.24

SMM 3/9

G. R. S. III-2,

General and Revenue Secretariat. | Geol. File No. 3 of 1924-25

Serial No.

16 By G.O. No.77/E.A.G. dated the 17th May 1916, the Disposal Number System was introduced into the offices of the Revenue Commissioner and Deputy Commissioners of Districts. By the G.O. of 23rd May 1918, it was extended to the Sub-Division Offices ~~also~~ and later to selected Taluk Offices also.

In August 1919, this system seems to have been introduced to the Office of the Inspector General of Police as well. In the light of the experience gained as to the actual working of the system, it was perhaps contemplated by the defunct Efficiency Audit Department to introduce gradually to all the other Departments the Disposal Number System after actually consulting the Heads of the Departments concerned. No action seems to have been taken to introduce it ~~this system~~ into the Office of the Director of Geology.

Submitted with request to orders at para 14 supra

S.D. 4-9-24

18 There seems to be no objection to the D. N. System being introduced into the offices of all Heads of Depts, but they will perhaps have to be consulted before orders are passed.

(On the request of the Chief Const

⊗ Explained fully in Ch. VII of the Manual of Gen: Circ. and Standing Orders.

⊗ Flag ⊙ in G.A.- & File no 222, Vols. 1 to

G. R. S. III-2]

General and Revenue Secretariat.

Geol File No. 3 of 1924-25

Serial No.

orders have been passed introducing the system into his office and the Auditor in the G R Sectt is going there from today for instructing the staft

DF-C. Rv) 8.9.24.

GEN. & REV. SECRETARIAT
– SEP 1924
INDUSTRIES & COMMERCE
BRANCH.

The Secy of Geology may be consulted

SMN 8/9

Rev Secy / Mr Menon

The system may be introduced

Rest Members Memo

of 2.9.1924

Memo 1 SMN 15/9

367 15.9

II Member

2/9 It is desirable consent

in the Auditor

This may be done

dl 15/9

1/9/24 SMN 20/9

Draft put up.

22/9/24 B 22/9/24 Issued SMN 22/9

NOTE—Contn. sheet.

1834

G. R. S. III-2.

General and Revenue Secretariat. | Geol File No. 3 of 1924.

Serial No.

2

To

The Director of Geol.

W.C 2184 of 23/9/24

With reference to below states that it is proposed to introduce Disposal Number System into his office and requests to furnish his opinion in the matter

from the Dir of ~~Mines~~ Geology

No 491 of 3/10/24.

. Invites attention to his No. 288 of 3/8/15 and states that the "disposal Number System entails a large amount of extra work & cannot be advantageously introduced into ~~this~~ his office.

Refer: Paras 23 & 24

The Dir. of Geology in agreement with the opinion offered by Mr. Lunette in his letter 288 of 3.8.15 states that the disposal Number System" cannot be conveniently introduced.

(2) for orders.

15/10/24

29

May be sent to the E. A. Secretariat for remarks SMK 12/10

Rev Secy

30

31

E. A. Secretariat

GEN. & REV. SECRETARIAT
25 SEP 1924
INDUSTRIES & CO[illegible]
BRA[illegible]

Serial No.

Dr. Smeeth's views were expressed in 1915, when the opinions of the Heads of Departments were invited on the draft scheme, relating to the Disposal Number method of registering communications in an office. For purposes of convenience, the points raised by Dr Smeeth and answers thereto are given below Juxta-position:

1. Procedure explained in paragraph 2 of Dr. Smeeth's letter.	The Disposal Number System contemplates the same procedure, more or less.
2. Under the existing system a table of contents is prepared for each file.	Abstracts of communications are entered in the Current Register, instead of on a separate sheet for each particular file.
3. A list of obselete and useless records to be eventually destroyed is being maintained.	Under the Disposal Number System, the work of destruction of records is attended to more methodically and at prescribed intervals.
4. Re preparation of arrear lists.	This list continues even under the new system.
5. Indexing of files.	This work is better done then and there, as disposed of files are transferred to the Recorder. Under the old system there is scope for records being allowed to accummulate; and indexing work is done hurriedly and in most case omitted.
6. Lists of periodical Returns and Reports.	Better control and check over every incoming and outgoing Return and Report are exercised under the new system.
7. Disposing Clerks are to be the custodians of records, till they are finally disposed of leading to confusion	There is nothing inconvenient in this procedure. On the otherhand it enables the disposing clerk to keep a regular watch over the

		Serial No.
	papers pending with ~~the~~ him and to ~~take~~ take steps to their early disposal by issuing timely reminders.	
8. It is inconvenient to introduce the system in small offices like the Director's Office.	In equally small offices like the Senior Surgeon's Office, Sanitary Commissioner's Office etc. the system has been introduced and is reported to be working satisfactorily. It has been introduced into even much smaller offices, like the Revenue Sub-Division Offices etc. No additional establishment will be required. All that is needed is to intelligently utilise the existing Registering clerks for attending to the work under the Disposal Number System, after it is properly understood.	

SM 29.10.24

Rec'd 29/10

GEN. & F.E. 29 OCT 192. INDUSTRIES & COMMERCE BRANCH.

Rec'd

Rec'd

SM 29/10

Kind reference is invited

& Para 21

80/4.11

SM 4/11

It seems to me that it is time to consider the question of Extending the Disposal No. System not only to the Offices of Deputy Secretaries etc

NOTE—Contn. Sheet

1822 (11

G. R. S. III-2]

WD 2310—GPF—10,000—31-5-24

General and Revenue Secretariat | Ed L File No. 3 of 19 24

Serial No.

4 offices of Asst Supdt & Deputies - such as Excise Com Dir & Inspectors &c. &c. Com-ce. The general questions may be taken up separately.

With reg. and to the appn & Dir & Deputy I am not satisfied with the objection here formed to the Dir & Deputy appt ch introduction. I think it would conduce to convenience and the efficiency of the system if an introduction in the appn would then from [illegible] appts & less a done by the ~~Commissioner~~ Deputy Commissioner Registrar with have to be removed & fresh proposals in this respect are to be called for

Drafts as may be put up accordingly

SMR 20/11

Draft/put up.

1/12/24

A clean draft may be put up

Draft

Section was not meant to be shown to Com. Could be seen as Secy as some may take it as a new issue. Please see para 2 & 3 of the draft letter.

Rev Secy

The draft is okay. Change not clear. Please explain to the Hon'ble Minister before submitting for signature

SMR 3/12

SMR 17/12

NOTE—Contn. sheet.

General and Revenue Secretariat.

(1) Rev File No. 13 of 1925 (12 1825 4

Serial No.

Subd with a revised draft for approval
12/1/25 WP
Rev Secy) 15/1.
Fair draft
Fair draft checked
(2) 16/1

23 JAN. 1925
5302

Fair draft subd
19/1/25
20/1/25 Fair copy of app
WP
20/1.
Rev. Secy)
II My
K
21-1
WP 22/1

495
Draft appd
To be submitted for Dewan
personal when seen

Dewan
Seen by Dewan
Sd
PSD 27.1.25
K
23.1
WP
23/1

4 To

The Director of Land
& Superl Govt. Rly
Rev. C. S 188.90 of 30/1.

Orders re introduction of the D.S.
with the Office of the Director of

NOTE—Cop

M. G. D. 12. 60120 Genl 3-24-1

No. 2206. Dated, Bangalore, 30th June '24

En. one list with sample forms.

From. 2-JUL 1924 To GL SECTION

GEN. & REV. SECRETARIAT 2-JUL 1924 INDUSTRIES & COMMERCE BRANCH.

A. M. SEN, Esq., M.Sc., F.G.S., &c.
Offg. Director, Mysore Geological Department.

K. Matthan, Esquire, B. A.,
Chief Secretary to Government of His
Highness the Maharaja of Mysore.

SIR,

In compliance with para 5 of G.O. No. G. 12235-92 E.A. 7-23-3, dated the 29th February 1924, I have the honour to forward herewith in the form prescribed a list of forms and registers for use in this office. The forms in use have all been revised in the light of experience gained and it is requested that they may be approved.

I have the honour to be,
Sir,
Your most obedient servant,

Offg. Director,
Mysore Geological Department.

T.C.P.

D.O.No. 252.

MEMORANDUM

From

The Office Assistant to the
Director, Mysore Geological Dept.

To

18th August 1924.

The Audit Superintendent,
General & Revenue Secretariat.

Dear Sir,

In reply to your letter, dated 15th August 1924, I am to state that the Disposal Number System is not in force in this office.

Rent. at 6-40 P.M. on 18/8/24

Yours sincerely

W D 3226—GPB 25,000—17-16

[Please reply overleaf

Encl. to Sl. 1

Sl. No.	Name and description of Form.	Authority under which prescribed	Period.	Offices for which prescribed.	Size & description of paper and of book or register.	App. No. required in a year.	Remarks.
1	Register of applications for mineral licenses, leases &c.	Fl. No. 2664-8 Geol. 35-17-3, dated 28. 11.1917.	Not for any definite period but to run continuously.	Office of the Director, Mysore Geological Department.	Blue Handmade Foolscap - 5Qrs. long side.	1	The forms now in use have been revised in the light of experien gained in the maintaining of them these six years and samples of the forms as revised are submitted for approva of Government.
2.	Register of Monies received in the shape of Treasury Chellans.				Do. Do.	1	
3.	Register of Exploring Licenses issued.				Do. Do.	1	
4.	" Prospecting "				Do. Do.	1	
5.	" Mining Leases "				Royal Do.	1	
6.	" Collecting Licenses				Foolscap Do.	1	
7.	Register of output of minerals other than gold.				" "	1	
8.	D.C.B. Register for Prospecting Licenses and Mining Leases.				" "	1	
9	D.C.B. Register for other items.				" "	1	
10	Register of Assignments.				" "	1	

Ref. to sample form

2.	" " Prospecting License.					
3.	" " Mining Lease					
4.	" Approval Certificate					
5.	" Prospecting License					
6.	" Exploring License.					
7.	" Mining Lease					
8.	Form of application for Collecting License for Corundum	Rules perscribed for the grant of mineral licenses.	Mysore Geological Department.	For use by parties, Dry. & Dept.	600	These are forms prescribed under the Rules and are subject to revision occasionally. They do not admit of any standardization. The printing and supply of these should be ordered to be made as and when required by the Dept.
9.	" Collecting Leases for corundum			For use by licensees & lessees.	1000	
10.	Form of Treasury Chellan			Do.	200	
11.	Form of Quarterly Return of output & labour.			Dr. Comrs. for distribution to Taluks.	120	
12.	Form of Annual Return of output & labour.					
13.	Form of Return of output of lesser minerals.					

Offg. Director,
Mysore Geological Department.

Sl. No.	Name and description of Form. 2	Authority under which prescribed. 3	Period. 4	Offices for which prescribed. 5	Size & description of paper and of book or register. 6	App. No. required in a year. 7	Ref. to samples form. 8	Remarks, as to approximate requirements at longer intervals than one year
1	Receipt Register				Foolscap - thick 3 Qrs. Horizontal.	3	1	15 for 5 years
2	Issue Register.				" " 3Qrs.	3	2	15 " "
3.	Reminder Register				" " 3Qrs.	1 for two years.	3	Unnecessary
4.	Arrear Register				" " 3Qrs.	1 "	4	
5	Press Register. or Register of Papers sent to the Supdt. Govt. Printing for being printed.				" " 3Qrs.	1 "	5	for 5 years
6.	Register of Files.				" " 5Qrs. Vertical	1 for 5 year	6	— Do. —
7.	Index Register to Files.				" " 5Qrs. Vertical	1 "	7	— Do. —
8.	Letter Delivery Book				" thin 3Qrs. Horizontal	4	8	— Do. —
9.	Post Book.				" thick 5Qrs.	1	9	5 "
10.	Record Issue Register.				" " 3Qrs.	1	10	5 "
11.	Register of Furniture				" " 3Qrs.	1	11	5 "
12.	Register of Tents.				" " 3Qrs. Vertical	1	12	5 "
13.	Register of Scientific Instruments, Tools &c.				" " 3Qrs. Horizontal	1	13	5 "
14.	Register of Publication received.				" " 3Qrs.	1	14	5 "
15.	Register of Journals received.				" " 3Qrs.	1	15	5 "

THE OFFICE MANUAL.

nite period but to run continuously.

OFFICE OF THE DIRECTOR, GEOLOGICAL DEPARTMENT.

17. Receipt for Library books.	Not for any de...	3Qrs.	1	16	5 "
18. Office Note - Facing Sheet		Slip	200	17	1,000 "
19. " " Continuation Sheet.		Foolscap- Vertical 14 lbs.	100	18	500 "
20. Table of Contents of File.		" "	250	19	1,300 "
21. Register of Contingent expenses.		Thick boards as per sample.	100	20	500 "
			2,	Ful. Roll.	10 "

A. Anderson

Offg. Director,
Mysore Geological Department.

Continue

G. R. S. VI–G-32]

B50—WD 0527

SUBJECT

Diary No. of letter replied to

Section Geol

File No. 3-24

Serial No. 2

General and Revenue Secretariat

( )

, the 192

No. I.C 2186

Date of issue 23/9/24

To The Director
Depth of Geology

Signed by J. J. Nanjundiah

Sir

I am directed to request you to kindly furnish Govt. with your opinion regarding the introduction of the "disposal number System" in your Department.

I have the

Slowly it is proposed to introduce the Disposal Number System into your office and to see

SM 24/9

Secy. to Govt

Rev Dept

over

18241

No. 491

17

Dated, Bangalor 3rd October 1924.

1884

GEN. & REV. SECRETARIAT
5-OCT 1924
INDUSTRIES & COMMERCE BRANCH.

From.

B Jayaram, Esq., F.G.S.,
Director,
Mysore Geological Department,

Geol 3-24-3

To

K. V. Anantharaman, Esq., B.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Revenue Department, BANGALORE.

Sir,

With reference to your letter No.I.C.2184/Geol.3-24-2, dated 23rd September 1924, stating that it is proposed to introduce into this office the Disposal Number System and calling for my opinion regarding its introduction, I have the honour to invite your attention to this office letter No.288 of 3rd August 1915 (copy herewith for ready reference) in the matter.

It will be seen from this that Dr. Smeeth has very carefully gone into the matter and clearly expressed his opinion that the change proposed is neither necessary nor desirable.

Personally I fully agree with Dr. Smeeth in thinking that the proposed system is not quite suited to the requirements of a small office like this.

It may be pointed out here that since Dr. Smeeth wrote this note, as long ago as 1915, this office Establishment has been considerably retrenched and undermanned. In consequence the proposed change, which will naturally entail a large amount of extra work, cannot be advantageously introduced into this office.

If in spite of these weighty considerations, Government wish me to give effect to the system, I shall gladly do so and

P.T.O

in which case they may be pleased to kindly sanction me an additional clerk.

I have the honour to be,

Sir,

Your most obedient servant,

B Jayaram

Director

P.V.N/2

Mysore Geological Department.

No.288/Encs. 2 forms 3rd August 1915.

from

The Director,
Department of Mines & Geology,

To

D.M.Narasinga Rao, Esq., B.A., B.L.,
Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General Department.

Sir,

In reply to your Office Memorandum No.875-920/E.A., dated 22nd June 1915, I have the honour to inform you that the draft rules therein referred to relating to the "Disposal Number System of Correspondence and record arrangement" have been carefully considered and that I am of opinion that although there are some small advantages that can be expected from that system it is not on the whole quite as suitable as our present system of registration, disposal and record of correspondence.

2. The system now in force in this office is precisely similar to that adopted in the Office of the Honourable the ---- Resident in Mysore. The Receipt or 'From' and the Issue or 'To' Registers we have (a copy of the form of which is enclosed herein for perusal) are not merely the 'From' and 'To' registers maintained in most of the other offices in the State, but they are also provided with columns which show the intermediate as well as the final disposal of each communication received, the replies, if any, due and received in respect of communications issued and the No. of file in which each communication is placed. Every paper on receipt is placed in its appropriate file, a fresh file being opene for each new case, and the whole correspondence immediately connected with it is filed in Chronological order. As each file is opened it is entered in a Register called the Index Register of Files and arranged in the record room according to its serial numbe

3. To each file is attached a Table of Contents in which every communication received or issued on the subject is entered. together with a brief abstract of the subject. This table shows clearly at a glance the stage in which the correspondence stands and where it is pending and practically contains all the information that can be expected from the current register of the Disposal number system.

4. A list is maintained of obsolete and useless records to be destroyed at stated periods and the destruction is made in accordance with that list once a year.

5 An arrear register is also maintained in which all cases in arrears in the office at the beginning of every month are entered. This register is scrutinized by the Head of the Department every month and serves as an useful check on the work of the office generally.

6. list of the periodical reports and returns due to, and from, this office is also maintained and regularly scrutinized by the Chief Ministerial Officer before the 10th of every month, who will satisfy himself that the reports and returns due have been received and despatched, as the case may be within the prescribed dates, taking such steps as may be necessary to rectify any irregularity or delay in their receipt or despatch.

7. It will thus be seen that our present method of work possesses most of the advantages claimed in respect of the 'Dis-

'Disposal Number System and I am inclined to think that the change proposed is neither necessary nor desirable. An intelligent and careful indexing of files in the records is all that is necessary to facilitate referencing and the table of contents referred to in para 3 above keeps track of all correspondence.

8. The Disposal Number System requires the disposing clerk to be the custodian of all records that are not finally disposed of, while all disposed of records are kept in charge of the record clerk. This is an arrangement which can hardly be considered satisfactory, as, instead of all the records being arranged, indexed and preserved in one central place, as the correspondence arises or develops, they will remain in different places with the several disposing clerks.

9. There is also the fact that it may be several years before a correspondence can be finally disposed of and that it would be necessary therefore that each such case should be carried forward to several Current Registers year after year until it is finally disposed of.

10. Further, a separate index register has to be maintained for current records, in addition to the record clerk's index register for disposed of records, in order to determine the precise current number or correspondence to which a paper relates.

11. In conclusion, it appears to me that, notwithstanding any superior merits that can be claimed in respect of the proposed system for a large office with many branches it would entail a large amount of extra work and could not be introduced into a small office like this without considerable addition to the limited establishment we have and I do not consider the presumed advantages to be worth this.

I have the honour to be
Sir,
Your most obedient servant

Sd/- W. F. Smeeth,
Director,
Department of Mines & Geology.

C O P Y

B. Jagannatha Rao
Director,
Mysore Geological Department.

P.V.N/S

Proceedings of the Government ...is

of

His Highness the Maharaja of Mysore.

R e a d --

Letter No.2205 dated 30th June 1924 from the Director of Geology forwarding for approval a list of forms and registers as revised by him for use in his office.

2. Letter No.491 dated 3rd October 1924 from the same officer stating that the Disposal of Number System is not quite suited to the requirements of a small office like this and that in case Government consider it necessary to introduce the system an additional clerk may be sanctioned.

Dated 30/1/25

Signed V. V. Sign

O r d e r No. C 5989-90/Geol 3-24-4

Dated Bangalore,

1. The Director of Geology was consulted as regards the introduction of the disposal system in his office. He was against the introduction on the same grounds as those given by Dr. Smeeth, in 1915: viz.

Advantages of the present system viz., the preparing of a table of contents for each file, the maintaining of a list of obsolete and useless records to be destroyed, the preparing of arrear lists of index files and of lists of periodical reports and returns.

(2) Disadvantages of the disposal system in the disposing clerk's office as explained in the Proceedings dated ... the disposing clerk's

are to be custodians of records till they are finally disposed of, as it may be mentioned that under the disposal system, there are all the advantages mentioned; and what is more there is greater system and promptitude in the registering, handling and record of files at every stage. ~~He~~ Government fail to understand how it would be a disadvantage if the case worker had record in his custody till its final disposal. In fact, it would be quite useful, for he will be able to keep track of correspondence and to issue timely reminders.

2. The third objection raised by the Director -- that it will be unnecessary to introduce the new system into a small office like his -- does not ~~call~~ for much consideration. ~~In~~ equally small offices, like the Senior Surgeon's ~~office~~ and the Sanitary Commissioner's ~~office~~ and in smaller offices ~~even~~, like the Revenue Sub Division Offices, ~~the system~~ has ~~been~~ introduced ~~and is reported~~ to be working satisfactorily.

3. On a careful consideration of the question and having regard to the advantages that the new system ~~affords for the quicker despatch of work~~, Government are pleased to direct that ~~the Disposal Number System~~ be introduced into the office of the Director of Geology with effect from the 1st July 1925 and that the proposals for the revision of the forms and registers be resubmitted with alterations if any, for the consideration of Govern-

ment.

2 The Superintendent, Government Printing is requested to keep sufficient stock of the several registers and forms under the Disposal Number System and supply them to the Director of Geology on indent.

Secretary to Government,
Revenue Department.

To The Director of Geology in Mysore,
The Superintendent, Govt. Printing

911

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

Disposal Number System

Passes orders regarding the introduction of Serial ~~of the~~ in the ~~Office of the Director~~ Geological Department.

G. O. No. I. C. 5189-90/Genl 3-26-4 DATED 30th January 1928

May this be

i. printed? yes

ii. treated as a standing order? yes

iii. published in the Gazette English Part?

iv. translated?

v. placed at the disposal of the press? No

vi. published in the Gazette Kannada Part?

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. I. C. 5189-90—Geol. 3-24-4, dated 30th January 1925.

Disposal Number System.

Passes orders regarding the introduction of the —— in the Geological Department.

READ

Letter No. 2205, dated 30th June 1924, from the Director of Geology, forwarding for approval a list of forms and registers as revised by him for use in his office.

2. Letter No. 491, dated 3rd October 1924, from the same officer stating that the "Disposal Number System" is not quite suited to the requirements of a small office like his and that in case, Government consider it necessary to introduce the system, an additional clerk may be sanctioned.

ORDER No. I. C. 5189-90—GEOL. 3-24-4, DATED 30TH JANUARY 1925.

1. The Director of Geology who was consulted as regards the introduction of the "Disposal Number System" in his office is opposed to it on the ground urged by Dr. Smeeth, in 1915, *viz.*:—

(1) That the present system is advantageous in certain respects *i.e.*, the preparing of a table of contents for each file, the maintaining of a list of obsolete and useless records to be destroyed, the preparing of arrear lists, of index files, and of lists of periodical reports and returns.

(2) That under the "Disposal Number System" the disposing clerks are to be the custodians of the records till they are finally disposed of, which is not desirable, and

(3) That the "Disposal Number System" is not suitable for a small office like that of the Director.

With regard to the "Disposal Number System" it may be mentioned that under the "Disposal System," there are all the advantages mentioned, and what is more, there is greater system and promptitudo in the registering, handling, and record of files at each stage. As regards the second objection Government fail to understand how it would be a disadvantage if the caseworker had the record in his custody till its final disposal. In fact, it would be quite useful, for he will be able to keep tract of correspondence and to issue timely reminders. The third objection raised by the Director that it will be unnecessary to introduce the new system into a small office like his has not much force, in as much as, the system has been introduced in other equally small offices, like those of the Senior Surgeon and the Sanitary Commissioner, and even in smaller offices like the Revenue Sub-Division Offices and has been found to be working satisfactorily therein.

2. On a careful consideration of the question and having regard to the advantages of the new system Government are pleased to direct that it be introduced into the office of the Director of Geology with effect from the 1st July 1925 and that the proposals for the revision of the forms and registers be resubmitted with alterations, if any, for the consideration of Government.

3. The Superintendent, Government Printing, is requested to keep a sufficient stock of the several registers and forms under the "Disposal Number System" and supply them to the Director of Geology on indent.

K. V. ANANTARAMAN,
Secretary to Government,
Revenue Department.

To—The Director of Geology in Mysore. returning Sample forms received.
The Superintendent, Government Printing, Bangalore.

Exd.—P. S. R. N.

W D 1678—GPB—130—20-2-25

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read

Letter No.2205 dated 30th June 1924 from the Director of Geology forwarding for approval a list of forms and registers as revised by him for use in his office.

2. Letter No.491 dated 3rd October 1924 from the same officer stating that the "Disposal Number System" is not quite suited to the requirements of a small office like his and that in case, Government consider it necessary to introduce the system, an additional clerk may be sanctioned.

O r d e r No.I.C.5189-90/geol 3-24-4

Dated, Bangalore, 30th Jany. 1925.

1. The Director of Geology who was consulted as regards the introduction of the "Disposal Number System in his office is opposed to it on the ground urged by Dr. Smeath, in 1915, viz.,

(1) That the present system is advantageous in certain respects i.e, the preparing of a table of contents for each file, the maintaining of ~~at~~ a list of obsolete and useless records to be destroyed, the preparing of arrear lists, of index files, and of lists of periodical reports and returns.

(2) That under the "Disposal Number System" the disposing clerks are to be the custodians of the records till they are finally disposed of, which is ~~described~~ not desirable and

(3) That the "Disposal Number System" is not ~~suited to be~~ suitable for a small office like that of the Director.

With regard to the "Disposal Number System" it may be mentioned that under the "Disposal System," there are all the ~~xxxxxxxxxx~~ advantages mentioned, and what is more, there is greater system and promptitude in the registering, handling, and record of files at every stage. As regards ~~1 & 2nd~~ the second objection Government fail to understand how it would be a disadvantage if the caseworker had the record in

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in his custody till its final disposal. Infact, it would be quite useful, for ~~him~~ he will be able to keep track of correspondence and to issue timely reminders. The third objection raised by the Director that it will be unnecessary to introduce the new system into a small office like his - has not much force in as much as the system has been introduced in other equally small offices, like those of the Senior Surgeon and the Sanitary Commissioner and even in smaller offices like the Revenue Sub Division Offices and has been found to be working satisfactory therein.

2. On a careful consideration of the question and having regard to the advantages of the new system Government are pleased to direct that it be introduced into the office of the Director of Geology with effect from the 1st July 1925 and that the proposals for the revision of the forms and registers be resubmitted with alterations, if any, for the consideration of Government.

3. The Superintendent, Government Printing is requested to keep a sufficient stock of the several registeres and forms under the "Disposal Number System" and supply them to the Director of Geology as indent.

Fair draft.

for Secretary to Government,

To

The Director of Geology in Mysore.

The Superintendent, Government Printing, Bangalore.

G.R.S VI G 34]

28

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* 192

Date of issue.

Signed by

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Section

File No.

Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore

Read—

Letter No. 2205 dt 30.6.24 from the Dist Govt. forwarding for approval a list of forms and registers as revised by him for use in his office

2) Letter No. 491 dt 3.10.24 from the same officer

Order Thereon—No.

stating that the disposal number system is not suited to the requirements of a small office like his and that in case Govt. considers

2/

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it necessary to introduce the system or additional clerk may be sanctioned

Order thereon.

No.

The Dir. of Ed[illegible] ~~raised the following points~~ was consulted as regards the introduction of the Dispersal Number System into his Office. ~~explaining~~ He was not in favour ~~of~~ the introduction of the system ~~objected~~ on the same grounds as Dr Smeeth ~~in~~ in 1915. ~~He~~ ~~summed up as follows~~

a) Advantages of the preparing of a List & Enclosures. ~~system~~ a table of contents for each file, ~~this~~ maintaining of a list of obsolete & useless records to be destroyed, the preparing of annual list, index file, & of periodical reports & returns.

Advantages claimed by the new system

b) Disadvantages of the Dispersal Number System in that the dispersed clerks are to communications to the authorities are required in the records, till they are finally dispersed of

Copied by

Examined by

Current Registers indexed & one a WD 1636—GPB—1,000,00—21-12-21

separate sheet— for each file may be mentioned, that under the Dispersal Number System, that

Re. a). it

Under the existing system a Table of Contents is prepared for each file

Points raised by the Dir.

G. R. S. G/33]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Are all the advantages mentioned, and what is more, there is greater System + promptitude in the registering handling + record of files at every stage. Re. b), Govt fail to ~~ge~~ understand how it would be a disadvantage if the cancelled had the record in his custody till its final disposal In fact it would be quite ~~rapid~~ to keep track of correspondence due issue timely reminders.

The third objection raised by the Dir that it will be unnecessary to introduce the new System into a small Office like his does not need serious consideration. In equally small offices, like the Senior Surgeon's Office & the Sanitary Comm's Office & in smaller Offices even, like the Rev Sub Div Offices, the system has been introduced & is reported to be working satisfactorily.

2) Maintenance of a list of useless records to be destroyed eventually

3) Arrear lists

4) Indenting of files

5) List of periodical returns & reports

6) Supervision by the disposing Cl of papers until files are completely disposed of

2) the ~~f~~ destruction of records is extended to entire methodically and at regular intervals.

3) Contemplated in the new System also.

4) The indexing work is better done there & there as ~~ques~~ of files go for records & so there will be neither omissions nor delay.

5) Better control & check can be exercised

6) Reminders can be issued & it enables the clerk to pay particular attention to the papers pending with him & to dispose them of earlier than at present.

1) Introduction of the system in a smaller office like the U.S.R. will be unnecessary

>) Equally small offices like the Senior Surgeons office Sanitary Commissioners office etc. and smaller offices like the Rev Sub Divisions have this system in vogue and it is reported that the system is working satisfactorily. No additional Estd is sanctioned to any of the above offices for this work ~~item~~

2) On a careful consideration of the question and the advantages that the new system affords for the speedy disposal of work I am pleased to direct that the Disposal Number System be introduced into the Office of the Director of Geology with effect from 1.7.1926 and that the proposal

G. R. S. G/33]

GENERAL AND REVENUE SECRETARIAT.

Continuation sheet draft form.)

for the revision of the forms
& registers be resubmitted
with alterations if any for
the consideration of Govt
3) the Legislative Secretary
is requested to keep an
sufficient stock of the
several registers and
forms under the
disposal Number System
& supply them to the dist.
of Govt on indent.

WD 19/1 16 Secy to Govt
Rev Deptt

To

The Dist of Govt
Legislative Govt
Secretariat